

Chill Kidz Extended Provision

At Childwall Church of England Primary School

Chill Kidz



A fun way to relax
out of school

Terms and Conditions, 2024/25

Contact:

Emma Morris (Manager)

Tel: 0151 722 1553 (8.30am–4.30pm)

Mobile: 07942 102443 (7.30am–10.00am & 3.00pm–6.00pm)

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The below Terms and Conditions relate to Chill Kidz Extended Provision at Childwall Church of England Primary School. Parents/ carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions.

1. Only children attending Childwall Church of England Primary School are eligible to attend Chill Kidz extended provision clubs.
2. All places are subject to availability.
3. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
4. A non-refundable deposit must be paid before your child can be allocated a place.
Please Note: This deposit must be paid via Arbor.
5. Children's attendance is recorded.
6. Parents/ carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Chill Kidz Extended Services Manager.
7. To access the clubs, parents/ carers must use the entrance via Salisbury Park.
8. All children should be taken to/collected from the door of the Ark; please do not leave children to run in alone.
9. Parents/carers should give their name to staff at the door for registration purposes.
10. The Breakfast Club starts at 7.45am. Children must arrive before 8.15am if they wish to have breakfast. No breakfast will be served after this time. Children will be escorted to classes at 8.45am.
11. An authorised adult must give their name to sign the attendee into the breakfast session on each morning they attend.
12. The after school session starts at 3.30pm. Children in EYFS and KS1 will be taken from class and to the club in the ark. KS2 will meet at an agreed meeting point within school and taken to the Ark. Children who attend an extra-curricular activity on the school site will be met when it ends and escorted to the club, if required.
13. Fruit, nibbles and a drink are served on arrival at the club. Chill Kidz after school club finishes at 6.00pm, parents can collect children any time before.
14. An authorised adult must give their name to sign a child out of the after school club on each afternoon they attend.

15. Parents/ carers agree to abide by the late collection policy. Parents/ carers who collect their child after 6.00pm will incur a late collection charge of £5.00 for first 15 minutes and £5.00 per 5 minutes thereafter. Parent/ carers must complete a late collection agreement on collecting their child. Parents/ carers agree to pay this charge before their child continues to attend any extended school services.
16. The extended provision will not run on days that the school is closed to pupils. Parents/ carers will not be charged for days that the club is closed.
17. If your child is unable to attend a session, you must notify the Extended Provision Manager on 0151 541 7675. You must also notify the school office if their absence means they will be absent from school. **Please Note:** At time of booking, you select specific days/ dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding and your child will not be able to take part in any extended provision until this payment has been made.
18. Payment for clubs must be paid in advance. Parents have two payment options:
 - a. Arbor: Parents/carers must pay for sessions required via Arbor at time of booking.
 - b. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Chill Kids Extended Provision to be registered with the child care voucher provider. We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider.
19. Parents/ carers must inform Chill Kidz of their means of payment so this can be logged to avoid confusion.
20. Outstanding payment: The extended provision staff reserve the right to refuse any child entry into club if payment is not made, including late collection charges and any other outstanding fees from extended provision.
21. The extended provision clubs are additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures including:
 - a. Administration of Medicines
 - b. Anti-Bullying Policy
 - c. Behaviour for Learning Policy

- d. Child Protection Policy
- e. Complaints Policy
- f. Equality & Diversity Policy
- g. Early Years Foundation Stage Policy
- h. Fire Safety & Risk Assessment
- i. Health & Safety Policy
- j. Supporting Children with Medical Conditions Policy
- k. Whistleblowing Policy

22. The Extended Provision staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff and headteacher reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

23. We will endeavour to provide a high quality service to children and will seek feedback from parents/ carers from time to time. If you have any concerns please speak to the Extended Provision Manager. If this is not resolved, please contact Mrs Lewis, Headteacher. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

24. The Late Collection Policy must be read, signed and returned before your child's attendance at Chill Kidz clubs.